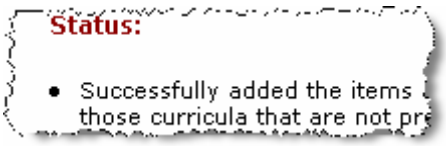
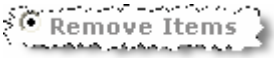
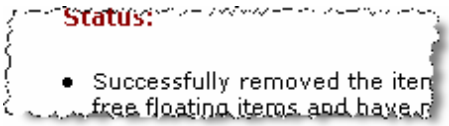
The following steps will allow you to add items to a subordinate's Learning Plan.

Step	Action	Look For
1.	Login to AgLearn and select the **My Employees** tab.	
2.	Select the **Learning Plans** link.	
3.	Select the **Add Items and Curricula** option.	
4.	Place a checkmark next to the desired user(s) and select Next.	
5.	Enter Keywords for the item and select **Search**.	
6.	Locate the item in the search results and place a checkmark in the **Add** column. Then, select **Add Checked**.	
7.	In the **Edit Information** table, specify the **Assignment Type** using the **Select** link.	
8.	Select **Next**.	
9.	If you have specified that the course is in some way required, specify the **Required Date**.	
10.	Select **Finish**.	
11.	Check for error messages when the **Status** is displayed. The message shown to the right indicates that you have successfully added an item to your subordinate's Learning Plan.	

The following steps will allow you to remove items from a subordinate's Learning Plan.

Step	Action	Look For
1.	Login to AgLearn and select the **My Employees** tab.	
2.	Select the **Learning Plans** link.	
3.	Select the **Remove Items** option.	
4.	Place a checkmark next to the desired user(s) and select Next.	
5.	Enter Keywords for the item and select **Search**.	
6.	Locate the item in the search results and place a checkmark in the **Add** column. Then, select **Add Checked**. Remember, though you are removing the item from the Learning Plan, you must use the select Add Checked button here to add the item for action on the next page.	
7.	Select **Next**.	
8.	Review details of the user(s) and item(s) that you are taking action upon and select **Finish**.	
9.	Check for error messages when the **Status** is displayed. The message shown to the right indicates that you have successfully removed an item from your subordinate's Learning Plan.